

STOREKEEPER

DEFINITION

To perform a variety of routine storekeeping functions including receiving, storing, and issuing of supplies, parts, and equipment; to provide general clerical and record keeping support; and to perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Storekeeper Supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform manual and clerical stockroom duties in receiving, storing and issuing supplies and equipment, including hazardous materials; move and arrange materials in warehouse.

Unload and unpack materials and checks transmittal papers.

Maintain orderliness of stockroom and replenishes supply bins; takes inventories; recommend items for addition to or deletion from stockroom inventory.

Issue and deliver supplies, materials and equipment; transports stock by hand, truck, or forklift; sets delivery priorities; operate a truck to make deliveries.

Obtain price quotes and availability estimates on stock items, maintenance/operations supplies and small tools and places orders following approval.

Keep work related records using a computer; utilize and input on perpetual inventory system; assist in the maintenance of stock records; input data.

Prepare and file requisitions, invoices and records.

Operate City vehicles and forklift skillfully and safely.

Respond to questions or complaints from the public.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Procedures and practices of stockroom operation

Familiarity with the nomenclature and specifications of a wide variety of supplies, materials, and equipment.

Shipping, receiving, and stock handling methods and procedures.

Inventory tracking and ordering methods and requirements.

Computer equipment and related software.

Pertinent rules, laws, and policies related to area of assignment.

Regulations for handling procedures for hazardous materials.

Safe work methods and safety regulations pertaining to the work.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Operate a light truck and forklift efficiently and safely and observe legal and defensive driving practices,

Use and operate tools and equipment related to assignment, including personal protective equipment.

Safely handle potentially hazardous materials.

Keep work related records and prepare reports using a computer.

Work effectively at remote locations without direct supervision.

Follow oral instruction; read, interpret and follow written instructions, and equipment manuals.

Use initiative and sound independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Work overtime and off-hours shifts in emergency situations.

In the absence of a supervisor, assume responsibilities as needed.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience involving storekeeping and inventory work.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk and/or stand long periods of time; Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; lift, carry, push and pull items weighing up to 100 lbs.; place items weighing up to 20 lbs on shelves both above the head and below the knees; perform basic mathematical calculations; read typical business documents; to perform physical requirements involved in the storing, moving, and delivering of goods.

WORKING ENVIRONMENT

Work is performed in a warehouse environment with some exposure to moderate noise level; some movement is required from office to office and there is exposure to the external environment when delivering goods to outlying offices; work is frequently disrupted by the need to respond to in-person and telephone inquiries.

4/03